

**From:** [Coltrain, Katrina](#)  
**To:** [Johnson, WilliamG2 \(Billy\)](#)  
**Subject:** RE: EA 12rh Annual CPARS Reports (Due NLT 3 May 2018)  
**Date:** Friday, April 20, 2018 8:43:00 AM  
**Attachments:** [RACII EA Engineering Science Technology Inc-CY12 CPARS 2017 Evaluation ....doc](#)

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Please find the electronic version attached. The hard copy with signature, and management signature will be routed to you on Tuesday, April 24, 2018 when I get back to the office.

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Remedial Project Manager  
US EPA Region 6  
LA/OK/NM Section (6SF-RL)  
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**From:** Johnson, WilliamG2 (Billy)

**Sent:** Thursday, April 19, 2018 11:15 AM

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**Subject:** EA 12rh Annual CPARS Reports (Due NLT 3 May 2018)

Good Morning RPM Team,

**BLUF:** The annual CPARS are due **NLT 3 May 2018**.

**DISCUSSION:** It's CPARS time again! This annual report is for the Year 12 contractor performance evaluation for our RACs 2 contractor EA Engineering, Science & Technology, Inc.. The contract requires that work be evaluated every 12 months and the twelfth rating period reports are due. The rating period for your report will be: November 21, 2016 through November 20, 2017.

The following task orders require evaluations:

004, 007, 010, 013, 024, 046, 057, 062, 064, 065, 066, 070, 073, 074, 082, 085, 088, 090, 091, 092, 094, 100, 102, 103, 104, 105, 106, 107, 114, 115, 116, 117, 118, 120, 121, 124, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156.

A full listing of these Task Orders with TO Number, Site Name, Type of TO, and TOM Name is attached.

**RECOMMENDATION:** Review the attached list and complete the annual CPAR report for each task order you are assigned for contract EP-W-06-004 EA Science & Technology, Inc. **NLT COB 3 May**

**2018.**

Attachments: 1. 2017 CPARS List of Task Orders for Review

2. EA CPARS Evaluation Template

3. Rating Instructions

4. Rating criteria guidelines

5. Adjectival Rating to Numeric Crosswalk

**BACKGROUND:** We are now using the Contractor Performance Appraisal System (CPARS) for the annual performance rating which uses color coded adjectival ratings instead of the old numerical 0 - 5 ratings. In order to assist you in this transition I've attached rating criteria guidelines below as well as a crosswalk chart that compares the old numerical ratings with the new adjectival ratings.

The twelfth rating period, which ended on November 20, 2017, evaluates work performed during the entire preceding twelve months (November 21, 2016 through November 20, 2017).

Some of the task orders are closed or have been closed for a while. However, these are required to have final evaluations, so please complete evaluations for those tasks that closed out during the period.

The CPARS system requires a narrative to support the adjectival rating. The evaluations are combined into a contract level report that the contracting officer enters into the CPARS computer system. The contractor is then allowed to review and add any comments or rebuttals to the report. There are four criteria (Quality of Product or Service, Cost Control, Timeliness of Performance, and Business Relations).

It is important for you to reference and utilize your Monthly Task Order Evaluations as guides in completing your End of Year Task Order Evaluations and provide substantive narrative for each of the four criteria to support your ratings.

Please complete the CPARS Evaluation making sure to substantiate your scores with examples or supporting text/documentation and have your team leader or supervisor sign/initial the evaluation. For Region 8 that have Buy-In Task Orders on the contract that are being rated, please submit your forms to your respective regional Project Officer for their rating and submission to me for compilation into the single CY12 CPARS Evaluation.

Please feel free to contact me with questions.

Best Regards,

Billy

//Signed//

William G. Johnson Jr.

Environmental Protection Specialist

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